New Changes for 3rd PARTY INSPECTIONS

The new 3rd party inspection policy is here and will become effective on September 15, 2007. The State of Virginia required the Building Official of every jurisdiction to formulate an inspection policy for independent inspection companies. We have now completed the policy for Fauquier County.

In the policy you will find all of the requirements for the different facets of 3rd party inspections. You will find when 3rd party inspections may be performed, who may perform these inspections and how to perform the inspections. Last but not least we have outlined what will happen if you do not follow the inspection policy.

The new policy will require changes by both contractors and 3rd party agencies but many of the changes will take place over time and not all at once. The immediate effects will be that you will have to re-apply for approval to do 3rd party inspections, you will have to attend a seminar on 3rd party inspections given by the Building Office and you will have to call your inspections into the Building Official for approval 24 hours prior to when the inspection occurs.

Changes that will take effect later include training requirements for inspectors, record keeping, and some changes to the certifications that will be required to qualify individuals to perform 3rd party field inspections.

The changes that are being made in Fauquier County are probably very similar to other jurisdiction's 3rd party policies that have taken effect all across the State. The County has modeled its policy directly along the guidelines of other Counties in Region IV of the VBCOA.

The plus side to the new policy is that the inspections allowed to be performed by 3rd party agencies in the past have been expanded to include all trades. The majority of the inspections performed by 3rd party agencies have been for concrete. Now all inspections may be performed by properly certified 3rd party personnel. The County will still reserve the right to perform the final inspection.

If your firm is currently doing 3rd party inspections or your firm is interested in becoming a 3rd party inspection agency, please contact this office for the details and to schedule to attend the training classes.

David J. Cooper - Building Official

Fauquier County Community Development 29 Ashby Street, Suite 310 Warrenton, Virginia 20186 540-347-8646

Fauquier County Building Department

Third Party Inspection Policy, Procedures and Qualifications Effective September 15, 2007

This policy is developed by the Fauquier County Building Official pursuant to Uniform Statewide Building Code (USBC) Section 113.7.1.

VIRGINIA CONSTRUCTION CODE (PART 1 OF THE USBC-2003 EDITION)

Section 113.7 Approved inspection agencies.

The building official may accept reports of inspections and tests from approved individuals or approved inspection agencies, which satisfy qualifications and reliability requirements. Under circumstances where the building official is unable to make the inspection or test within two working days of a request or an agreed upon date, the building official shall accept reports for review from such approved individuals or agencies. Such reports shall be in writing and shall be certified by the individual inspector or by the responsible officer when the report is from an agency.

Note: Photographs, videotapes or other sources of pertinent data or information may be considered as constituting such reports and tests.

Section 113.7.1 Third party inspectors.

Each building official charged with the enforcement of the USBC shall have a written policy establishing the minimum acceptable qualifications for third party inspectors. The policy shall include the format and time frame required for submission of reports, any prequalification or preapproval requirements and any other requirements and procedures established by the building official.

DEFINITIONS

RDP

Virginia Registered Design Professional.

Responsible Party

The person(s) responsible to oversee construction outlined by approved permits. This shall include a predetermined location on site where the site log for all inspections is kept when the responsible party is not present on job site.

Approved

Acceptable to the Building Official. This shall include the submittal of all qualifications and formal approval from the Building Official.

FORMAT

WHEN: Building construction inspections may be performed by an approved third party inspection agency when the Building Department can not do the inspections within 24 hours of the inspection request or as otherwise approved.

PRIOR NOTICE: 24 hours prior to performing any inspection the Building Official shall be contacted and informed of the inspection request by an approved third party inspection agency. Approval for each inspection shall be granted or denied at this time by the Building Official. No inspection shall be performed without this pre-inspection approval. If a County Building Inspector is available to perform the requested inspection, approval for third party inspection may not be given. For Sunday and Monday inspections pre-approval must be requested prior to 4:00 p.m. on the Friday immediately preceding the requested date.

SEQUENTIAL INSPECTIONS: It will be the responsibility of the third party inspector to verify that all required inspections have been completed, passed and approved before sequential inspections may be performed (i.e., ground plumbing to be done before a slab inspection or footings done before a poured concrete wall inspection).

INSPECTION REPORTS: All inspection reports shall be on the current <u>Fauquier County</u> third party inspection form. All forms shall be filled out completely to include the required engineer's wet seal. Failure to complete forms properly will constitute a failed inspection, will require remediation as directed by the Building Official and may result in sanctions under this policy.

TIME: All inspection reports (fail or pass) shall be received by the Building Official within 3 working days of completion of the inspection. This may be in the form of a fax. The original reports in the form of a hard copy with an engineer's wet seal shall be received within 5 working days. Failure to submit reports within the prescribed time line will result in the reports being rejected, will require remediation as directed by the Building Official and may result in sanctions as outlined by this policy.

FOLLOWING EACH INSPECTION THE THIRD PARTY INSPECTOR SHALL:

- A. Leave one copy of the written field inspection report on the job site at the time of the inspection.
- B. Report in writing both approvals and rejections to the responsible party on the job site and to the Building Official. If the inspection result is a rejection, the deficiencies and rationale for rejection shall be clearly identified by appropriate Code sections from the approved and appropriate standard(s).
- C. Any previous discrepancy shall be corrected and noted as such prior to allowing construction to continue. Verification of these facts or circumstances shall be the responsibility of the third party inspector **before** any sequential inspection is performed.
- **D.** If when the responsible party is informed of discrepancies on the job site and proceeds to cover or conceal rejected work the private inspector shall immediately contact the Building Official. No further inspections by any third party agency shall be performed on the job site until approval is given by the Building Official.
- E. A complete on site log shall be maintained by the responsible party detailing the inspections that have been performed along with copies of all inspection reports. This log and inspection reports shall be kept available for review by third party field inspectors and <u>Fauquier County</u> personnel.

F. Fauquier County personnel shall do quality control inspections as available.

QUALIFICATIONS

APPROVED AGENCY: Shall meet all of the following qualifications and attend an orientation presentation given by the Building Official or his representative.

1. VIRGINIA REGISTERED DESIGN PROFESSIONAL

Must provide the Building Official with a current copy of Virginia License as an Engineer/Architect. Each inspection report must be sealed by a RDP.

2. VIRGINIA/ICC CERTIFIED INSPECTORS

Must provide the Building Official with a copy of all field inspectors
Certifications received through the Virginia Department of Housing and
Community Development (DHCD) or International Code Council (ICC). Each
inspector shall be certified for the type of inspection to be performed (see table
1). All field inspectors shall maintain their certifications as required by DHCD
or ICC and shall attend training as outlined in Table 2. A complete record shall
be maintained of all training provided to each inspector. All training records
shall be made available to the Building Official within 7 working days upon
written request. Failure to maintain the training levels required in Table2 or the
required records of training shall be grounds for suspension or revocation of
approval as third party field inspector.

3. INSURANCE REQUIREMENTS

Must at all times maintain a professional liability, automobile liability, professional errors and omissions, Worker's Compensation, and employer's liability insurance policies and provide a certificate of insurance evidencing such coverage with a minimum of \$1,000,000 each occurrence general liability with a \$2,000,000 aggregate, \$1,000,000 automobile liability insurance \$1,000,000 professional errors and omissions, statutory limits of the Commonwealth of Virginia Worker's Compensation insurance and \$100,000/\$500,000/\$100,000 Employer's Liability insurance with Fauquier County listed as additional insured to the Building Official. This insurance policy must also provide a 30 day cancellation of coverage notice to the Fauquier County Building Official.

REQUIRED INSPECTIONS AND QUALIFICATIONS FOR FIELD INSPECTORS

1. FIELD INSPECTORS:

All field inspectors shall be certified by DHCD/ICC as inspectors in appropriate subject area for the inspection(s) they are to perform (see Table 1).

2. REQUIRED INSPECTIONS:

All inspections as outlined in the USBC Section 113.3 shall be performed. All inspections on Fauquier County's list of required inspections must also be performed. The required inspections shall be performed sequentially so as not to allow any construction phase to be concealed prior to approval.

SANCTIONS

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			all occur for any combination of violations in any
	calenda	ar year:	One week
		1-2 Offense(s)	One week Six months
		5 and greater	Six months at the discretion of the Building Official.
I agree 1	reasons A. B. C. D. E.	s: Lapse or revocation of Lapse or revocation of Failure to abide by the Repeated suspensions, Failure of construction agency.	f required certifications of field inspectors, frequired insurance policy, eregulations outlined in this policy, or a that has been approved by third party inspection and qualifications stated above:
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Title: _			
Name (print) _		
Signatu	re		
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Accepte	ed:		

Expiration Date

Building Official _____

Date____

Please complete and submit the following information for Third Party approval Company Name Third Party Inspection Policy, Procedures and Qualifications, completed and signed 1. Submitted Received Approved Virginia Registered Design Professional – Proof of License 2. Submitted ____ Received ____ Approved ____ 3. Insurance Requirements Submitted ____ Received ___ Approved ____ Virginia/ICC Certified Inspectors (See Table 1 for the required certifications) 4 * Name of Inspector: Inspectors Certification: DHCD ICC DHCD ICC DHCD___ ICC___ DHCD___ ICC__ DHCD___ ICC___ Submitted ____ Received ___ Approved ___ * Name of Inspector: Inspectors Certification: DHCD ICC_ DHCD___ ICC___ DHCD____ICC__ DHCD___ ICC__ DHCD ICC Submitted ____ Received ___ Approved __ * Name of Inspector: Inspectors Certification: DHCD ICC DHCD___ ICC_ DHCD___ ICC___ DHCD___ICC

David Cooper - Building Official

Submitted Received Approved

Approval Date

Note: All jobs that will be inspected by an approved 3rd Party Inspection Agency should also verify that the 'Notice of Third Party Inspection Policy for Responsible Party' has been signed.

DHCD___ ICC___

FAUQUIER COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ZONING, PERMITTING & INSPECTIONS

29 ASHBY STREET, 3rd FLOOR WARRENTON, VIRGINIA 20186 (540) 347-8646 FAX (540) 347-2043

Permit #	Property Owner
NOTI	CE OF THIRD PARTY INSPECTION POLICY FOR RESPONSIBLE PARTY
Building Department' be responsible under	owledge that I received, read and understand the Fauquier County is Third Party Inspection Policy, Procedures and Qualifications. I agree to this policy for overseeing the construction outlined by approved permits. ning a site log for all inspections kept at a predetermined location on-site ton the job site.
Please <u>print</u> your nan	ne:
Title:	
Phone Number:	

E-Mail: _____

TABLE 1

LISTED BELOW ARE THE USBC REQUIRED INSPECTIONS. BESIDE EACH INSPECTION ARE THE REQUIRED CERTIFICATIONS FOR A THIRD PARTY FIELD INSPECTOR.

				QUAL	QUALIFICATIONS OF FIELD	VS OF F	—	NSPECTOR				
INSPECTION TYPE		1&2		1&2	1&2			GENERAL	GENERAL			
FOOTINGS RESIDENTIAL **	× RDP	Building X	Electric	Plumbing	Plumbing Mechanical BUILDING x		ELECTRIAL	RIAL PLUMBING	MECHANICAL ELEVATOR	-	FRE	Other *
FOOTINGS COMMERCIAL **	×					×						
FOUNDATION WALLS RES. **	×	×				×						
BACKFILL/DRAINTILE RES **	×	×				×						
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INSULATION RES		×				×						
INSULATION COMM						×						
ELEVATOR INSPECTION										×		
FIRE PROTECTION INSPECTION											×	

^{**} CURRENT THIRD PARTY POLICY PERTAINING TO FIELD INSPECTOR CERITFICATIONS SHALL REMAIN IN EFFECT FOR ONE YEAR AFTER THE EFFECTIVE DATE OF THIS POLICY SEPTEMBER 15, 2007.

ALL BUILDING AND TRADE INSPECTIONS SHALL BE PERFORMED IN COMPLIANCE WITH THIS STANDARD

NOTE: FINAL INSPECTIONS WILL NOT BE ALLOWED TO BE DONE BY THIRD PARTY INSPECTORS. Other Certifications that maybe approved by the Building Official

Continuing Education and Training Glossary

- Administration Training Education in the internal workings of a building department. This includes training on permit processing and tracking, budgeting, staffing, supervising, managing, and public service issues. Minimum requirement of 12 hours
- Legal Training Education in the aspects of code enforcement affected by, and pertaining to, the legal rights, obligations, liabilities, and immunities of code-enforcement staff, building owners, and contractors. Minimum requirement of 12 hours
- Technical Training Education in aspects of code enforcement relating to the interpretation and enforcement of specific technical requirements as defined in the text of the various model codes. Minimum requirement of 60 hours.
- Mentored Training One-on-one education in several aspects of code enforcement, including technical, legal, and *administration*. A common mentoring technique involves a senior field inspector accompanying a junior field inspector to provide construction-site instruction on specific issues and conditions about performing *inspections*. Minimum requirement of 12 hours.

Employee Data Sheet

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Section 112.3.1 Conditions of listings. Where conflicts between this code and conditions of the listing of the manufacturer's installation instructions occur, the provisions of this code shall apply.

Exception: Where a code provision is less restrictive than the conditions of the listing of the equipment or appliance or the manufacturer's installation instructions, the conditions of the listing and the manufacturer's installation instructions shall apply.

Section 112.4 Used material and equipment. Used materials, equipment and devices may be approved provided they have been reconditioned, tested or examined and found to be in good and proper working condition and acceptable for use by the building official.

Section 113 Inspections.

Section 113.1 General. In accordance with Section 36-105 of the Code of Virginia, any building or structure may be inspected at any time before completion, and shall not be deemed in compliance until approved by the inspecting authority. Where the construction cost is less than \$2,500, however, the inspection may, in the discretion of the inspecting authority, be waived. The building official shall coordinate all reports of inspections for compliance with the USBC, with inspections of fire and health officials delegated such authority, prior to the issuance of an occupancy permit.

- 113.1.1 Equipment required. Any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection shall be provided by the permit holder.
- 113.1.2 Duty to notify. When construction reaches a stage of completion which requires an inspection, the permit holder shall notify the building official.
- 113.1.3 Duty to inspect. Except as provided for in Section 113.7, the building official shall perform the requested inspection in accordance with Section 113.6 when notified in accordance with Section 113.1.2.

Section 113.2 Prerequisites. The building official may conduct a site inspection prior to issuing a permit. When conducting inspections pursuant to this code, all personnel shall carry proper credentials.

Section 113.3 Minimum inspections. The following minimum inspections shall be conducted by the building official when applicable to the construction or permit:

- 1. Inspection of footing excavations and reinforcement material for concrete footings prior to the placement of concrete.
- 2. Inspection of foundation systems during phases of construction necessary to assure compliance with this code.
- 3. Inspection of preparatory work prior to the placement of concrete.

- 4. Inspection of structural members and fasteners prior to concealment.
- 5. Inspection of electrical, mechanical and plumbing materials, equipment and systems prior to concealment.
- 6. Inspection of energy conservation material prior to concealment.
- 7. Final inspection.

Section 113.4 Additional inspections. The building official may designate additional inspections and tests to be conducted during the construction of a building or structure and shall so notify the permit holder.

Section 113.5 In-plant and factory inspections. When required by the provisions of this code, materials, equipment or assemblies shall be inspected at the point of manufacture or fabrication. The building official shall require the submittal of an evaluation report of such materials, equipment or assemblies. The evaluation report shall indicate the complete details of the assembly including a description of the assembly and its components, and describe the basis upon which the assembly is being evaluated. In addition, test results and other data as necessary for the building official to determine conformance with the USBC shall be submitted. For factory inspections, an identifying label or stamp permanently affixed to materials, equipment or assemblies indicating that a factory inspection has been made shall be acceptable instead of a written inspection report, provided the intent or meaning of such identifying label or stamp is properly substantiated.

Section 113.6 Approval or notice of defective work. The building official shall either approve the work in writing or give written notice of defective work to the permit holder. Upon request of the permit holder, the notice shall reference the USBC section that serves as the basis for the defects and such defects shall be corrected and reinspected before any work proceeds that would conceal such defects. A record of all reports of inspections, tests, examinations, discrepancies and approvals issued shall be maintained by the building official and shall be communicated promptly in writing to the permit holder. Approval issued under this section may be revoked whenever it is discovered that such approval was issued in error or on the basis of incorrect information, or where there are repeated violations of the USBC.

Section 113.7 Approved inspection agencies. The building official may accept reports of inspections and tests from approved individuals or approved inspection agencies, which satisfy qualifications and reliability requirements. Under circumstances where the building official is unable to make the inspection or test within two working days of a request or an agreed upon date, the building official shall accept reports for review from such approved individuals or agencies. Such reports shall be in writing and shall be certified by the individual inspector or by the responsible officer when the report is from an agency.

Note: Photographs, videotapes or other sources of pertinent data or information may be considered as constituting such reports and tests.

Section 113.7.1 Third party inspectors. Each building official charged with the enforcement of the USBC shall have a written policy establishing the minimum acceptable qualifications for

FAUQUIER COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

THIRD FLOOR - COURT AND OFFICE BUILDING
29 ASHBY STREET, SUITE 310
WARRENTON, VA 20186
(540) 347-8646
FAX: (540) 347-2043

REQUIRED INSPECTIONS 2003 UNIFORM STATEWIDE BUILDING CODE EFFECTIVE NOVEMBER 16, 2005

NOTICE: Erosion Controls on land disturbed building activity must be maintained throughout entire period of construction.

<u>INSPECTIONS</u>: The permit holder or his agent is responsible for requesting inspections prior to concealment. Inspections are required at 6 month intervals to avoid permit lapse. In order to better serve you, please have your permit number ready when calling to schedule any inspection. To schedule an inspection please call (540) 347-8646.

MISS UTILITY 1-800-552-7001 or 1-800-257-7777 or DIG SMART 1-888-258-0808

NOTE: The APPROVED PLANS must be on site for all inspections.

The following is a generalized list of required inspections:

- 1. <u>TEMPORARY ELECTRICAL SERVICE ON POLE</u>: Meter base, service conductors and electrical service equipment have all been properly installed including GFCI protection for 120 volt receptacles.
- 2. <u>FOOTINGS</u>: Prior to inspection and placement of concrete. All necessary soil reports, engineered designs, forms, bulkheads, grade stakes and steel shall be in place.
- 3. <u>CONCRETE POURED WALL</u>: Prior to placement of concrete, all rebar and forms shall be installed and properly braced.
- 4. <u>PLUMBING GROUNDWORK</u>: At the time of inspection, all water and D.W.V. (drain, waste, vent) systems must be under approved test.
 - D.W.V. systems shall be tested with a 10 foot head of water or air test maintained at a gauge pressure of 5 psi for IRC applications. For IPC installations no air testing shall be allowed for plastic piping.
 - Water lines must be tested under minimum working pressure or for piping systems other than plastic a minimum air test not less then 50 psi.
- 5. TRENCH: Prior to concealment of electrical wires, conduit, water lines and sewer lines after proper bedding and prior to backfill.
- 6. <u>CONCRETE SLABS</u>: After all plumbing and electrical groundwork inspections have been approved and prior to placement of concrete. All required inspections, engineer reports, steel, mesh, vapor barrier and grade stakes must be in place.
- 7. **BACKFILL**: After required waterproofing and foundation drainage systems are installed, concrete slab is poured and floor system is framed. Prior to placement of backfill.
- 8. **FIREPLACE, THROAT AND THIMBLE**: The fireplace hearth prior to placement of concrete. The throat of a fireplace after the first flue liner is set. The thimble after the thimble and first flue liner are set.
- 9. CLOSE-IN BUILDING, ELECTRICAL, MECHANICAL AND PLUMBING: Inspection of structural members and fasteners, electrical, mechanical and plumbing materials equipment and systems prior to concealment. These inspections shall be performed when all tests are applied and all systems are complete and the structure is sufficiently protected from the weather to protect equipment and materials. Note that this includes gas lines located inside the building.

 *** See item 13 for special requirements concerning modular buildings.

- 10. <u>INSULATION</u>: After passing Close-in inspections (framing, plumbing, electrical, and mechanical) and insulation is installed.
- 11. <u>TANK AND LINE</u>: After tank and lines are installed and test is prepared, prior to backfill. At the time of inspection gas piping and valves shall be under test. A monometer or a pressure-measuring device designed to record or indicate a pressure loss during the 10 minute test period shall be utilized. The high end of the gauge range shall not be greater than five times the test pressure, which is one and one half times the working pressure. The test shall comply with Section G2417 of the IRC 2003 edition for residential application and Section 406.4 of the IFGC 2003 edition for commercial applications.
- 12. <u>FINAL INSPECTION</u>: Structure is complete and ready for use. Electrical, plumbing and mechanical systems are operational; grading is complete including soil stabilization. See certificate of occupancy requirements for additional requirements.
- 13. *** MODULARS: Mate-line inspection required prior to concealment. Manufacturer's Erection Manual must be on the job site for the Inspection. (all work performed on site shall require inspection)
- 14. **SWIMMING POOLS**: (other inspections may apply)

Bonding and Steel -Inspection after all necessary pool reinforcing steel is in place and all required metal parts are bonded together. This includes metal parts for slabs and patios to be included with the pool bonding. Electrical - Wiring methods prior to concealment.

Mechanical and gas piping - Prior to concealment.

Concrete slab and decking - After all trades have been installed and inspected prior to placing of concrete.

Final Inspection - Inspection after the pool is complete and ready for use. This includes mechanical, plumbing and electrical equipment operational and the required pool barrier under IRC 2003 edition Appendix G, AG105 has been installed.

<u>CERTIFICATE OF OCCUPANCY REQUIREMENTS</u>: Following are requirements that may be applicable to your project. To avoid unnecessary delays with the Department issuance of your Certificate of Occupancy, please read carefully.

HEALTH DEPARTMENT: All occupancies utilizing private well and/or private sewer systems must have Health Department approval prior to occupancy. Food service establishments must have Health Department approval prior to issuance of Certificate of Occupancy. Call (540) 347-6363 for further information.

<u>SERVICE AUTHORITIES</u>: All occupancies utilizing public water and/or sewer must have appropriate service authority approval prior to issuance of a Certificate of Occupancy. <u>NOTE:</u> The Service Authorities in Fauquier County are:

Town of Warrenton Public Utilities Department
 Fauquier County Water & Sanitation Authority
 Town of Remington Water Department
 (540) 347-6574
 (540) 349-2092
 (540) 439-3220

<u>VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)</u>: All commercial & industrial occupancies that were required to obtain a land use permit from VDOT must have VDOT final approval prior to issuance of the Certificate of Use and Occupancy.

NOTE: It is recommended to avoid unnecessary delay of the issuance of the Certificate of Use and Occupancy that copies of all Health Department, Service Authorities & VDOT approval documents referenced above be provided to the Building Inspections Department before Final Inspection request.

INSPECTIONS BY THIRD PARTY INSPECTION AGENCIES: The Building Department allows within the jurisdiction of Fauquier County, Virginia approved inspection agencies to perform construction inspections as outlined in the "Third Party Inspection Policy." Please see the third party inspection agency policy for further details. All reports shall be on the form used by the Department. Failure to submit the report in the timely manner specified by the policy may delay future site inspections performed by the Department or other approved agency.

(Rev. 3-6-2007)